

Job Description
Missouri State Highway Patrol

Class Title: Criminalist I - Trace Evidence

Title Code: V00517

Effective Date: 08/11/93

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee performs technical work in the scientific analysis of trace evidence. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under close supervision an employee:

Regularly accepts and analyzes trace evidence (e.g., hair and fiber comparisons, hand swab analysis for gunshot residue, shooting distance determination, fire debris analysis, explosives analysis, paint and glass comparison, soil analysis, filament exams and foreign substance contamination analysis) submitted from crime scenes or parties involved in criminal activity.

Observes other criminalists conducting crime scene investigations; participates in the investigations as needed upon approval of supervisor.

Participates in formal and on-the-job training in the scientific analysis of trace evidence.

Prepares evidence and exhibits; may appear in court as a witness; maintains report files; issues periodic and special reports as assigned.

Learns about and participates in the proficiency testing program for the section.

Studies procedural manuals, publications, etc., within the chosen/related discipline.

Performs basic photography as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn and practice safety rules and procedures associated with laboratory equipment and chemicals.

Ability to learn about the preparation of evidence for presentation in court.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results and prepare accurate records and reports.

Ability to gather, assemble, correlate and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to fire weapons (e.g., handguns, rifles, automatic and semiautomatic weapons).

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory and actual court appearances).

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use or learn to use laboratory equipment, photography equipment, chemicals and hand tools.

Ability to transport tools and equipment necessary to facilitate crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, observing crime scene investigations and attending training meetings, seminars, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in chemistry or one of the natural sciences; coursework must include at

Criminalist I - Trace Evidence

3

least 20 semester hours of chemistry including two semesters of general chemistry and two semesters of organic chemistry, with a minimum acceptable grad of C or equivalent in these courses.